

BP-A331\_AUTHORIZATION TO RECEIVE PACKAGE OR PROPERTY

**AUTHORIZATION TO RECEIVE PACKAGE OR PROPERTY**

**U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF PRISONS**

Name and Address of Person Sending Package			Expiration Date
Name			This Authorization Is Not Valid After Date Show. Enter Inmate No., Register No., and Institution Address here:
Address			
City	State	Zip Code	

THE NAME INMATE IS AUTHORIZED TO RECEIVE (specify below) :

You are authorized to send the following personal property. PLEASE NOTE: Including unauthorized materials in the package wil result in the entire package being returned undelivered.

QUANTITY	ITEM AND DESCRIPTION (INCLUDE STATED VALUE)	DISPOSITION

**SPECIAL INSTRUCTIONS:** The inmate wil mail copy #3 and copy #4 to addressee. The addressee may retain copy #3 but must include copy #4 in the package. The material must also be received prior to the Expiration Date shown above.

**DISPOSITION:**    **S** = Storage;   **D** = Donated;   **K** = Keep in Possession;   **M** = Mail;   **C** = Contraband

ENTER SIGNATURE, TITLE AND DATE OF APPROVING OFFICIAL - APPROVING OFFICIAL ALSO ENTER EXPERIATION DATE, above.

Signature and Title	Date :
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**INSPECTION AND RECEIPT**

Completed by Inspecting Staff	
Status/Condition of Property Received:	
Inspected and cleared for issue:	
Staff Sianature	Date :
Inmate Signature	Date :

The Original and copies #1 and #2 remain together until fully completed. Copies #3 &#4 are forwarded to the addressed by the inmate.

ORIGINAL - Central File; Copy #1 - R&D Property File; Copy - #2 - Inmate; Copy #3 - Addressee to keep; Copy #4 - Addressee place in package